

# MEENAKSHI SINGH

Artist | Creative Writer | Data Entry & Support Executive

hey.siya01@gmail.com 

+91 98185 36596 

New Delhi, India. 

I am a creative and detail-oriented individual with experience in call support, content writing, and data entry, with strong communication and typing abilities. I enjoy expressing thoughts through art, poetry, and writing, and continuously improving my skills through learning and practice. I am currently preparing for stenographer and government competitive exams, and actively developing discipline, speed and accuracy in writing and computer operations. I believe in consistency, growth, and working with a positive approach.

## EDUCATION

### Bachelor of Arts (B.A. Programme)

University of Delhi – School of Open Learning

Year: 2024

### Senior Secondary – Class 12 (Arts)

Govt. Girls Sr. Sec. School, K-Block Jahangir Puri, Delhi – CBSE

Year: 2021

## TECHNICAL SKILLS

- Computer & Office Tools:** MS Word, MS Excel, Internet Browsing, File Handling, Email Writing
- Typing & Stenography:** Typing practice, Document formatting, Basic shorthand
- Writing & Creativity:** Content Writing | Poetry | Ideas & Concept building
- Soft Skills:** Fast learner, Adaptable, Client-focused,

## CERTIFICATIONS

- Stenographer Certificate:** Completed stenography training with typing and shorthand practice.
- Computer Diploma (Basic Computer & MS Office):** Trained in MS Word, MS Excel, PowerPoint, Internet & File handling.

## PROFESSIONAL EXPERIENCE

### Customer Support (Call Center) – 6 Months

Feb 2021 – July 2021

- Handled customer queries and calls effectively.
- Maintained communication records and call logs.
- Built confidence in communication & convincing skills.
- Learned to handle customer complaints with patience.
- Improved listening skills and problem understanding.
- Practiced professional phone etiquette & polite interaction

### Content Writer (Part-Time) – 4 Months

Aug 2021 – Nov 2021

- Wrote short articles, thoughts, poems & creative content.
- Improved writing presentation & research approach.
- Created engaging content for digital use.
- Developed ability to write in different tones & styles.
- Learned basic editing, proofreading & formatting.
- Enhanced creativity through daily writing practice.

### Data Entry Operator – 1 Year

Jan 2022 – Jan 2023

- Entered data accurately & maintained spreadsheets.
- Worked with MS Word, Excel & document formatting.
- Focus on accuracy, time management & workflow.
- Handled confidential data responsibly.
- Learned organized storage & file management.
- Performed repetitive tasks efficiently without errors.

### Currently: Preparing for Stenographer / Govt. Exams

- Learning typing, speed writing & accuracy development.
- Completed stenographer certificate training.
- Practicing English & Hindi grammar regularly.
- Developing exam strategy and time-based question solving.
- Focused on personal growth and competitive preparation.